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OIT 0298-87

9 JUN 1987

MEMORANDUM FOR: Director of Training and Education

VIA: Deputy Director for Administration

FROM: Edward J. Maloney
Director, Office of Information Technology

SUBJECT: Full-Time Academic Training [REDACTED]

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1. ACTION

We request that one full-time academic year of undergraduate-level training be approved for [REDACTED] under the sponsorship of the Office of Information Technology (OIT) Fellowship Program. If approved, this training would take place at the University of Maryland in College Park, Maryland, from 1 September 1987 to 31 May 1988. The focus of study would be Decision and Information Sciences Option.

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2. BACKGROUND

a. Currently, [REDACTED] is a GS-09 Computer Specialist with the Information Resources Management Division of Consulting Services Group of OIT.

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b. [REDACTED] joined the Central Intelligence Agency on 10 July 1983 with a Bachelor Degree in Criminology from the University of Maryland, May 1982. He began his career with the Office of Information Services (OIS) and was assigned to the Office of the Deputy Director for Intelligence (ODDI) Registry as a GS-04 Information Control Clerk. In 1984 he was transferred to his next assignment to the Information and Privacy Division (IPD/OIS) dealing with FOIA requests which had a tremendous backlog. In October 1986 he was reassigned to the Information Resources Management Division of OIS (moved to OIT in a recent reorganizational change) as a Computer Specialist.

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C O N F I D E N T I A L

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c. [REDACTED] has received many expressions of appreciation. In 1985 he received Notes of Appreciation from the DDA, [REDACTED] and Congressman Glenn English noting decrease in FOIA backlog. In 1986 he received a Certificate for Special Achievement, a Meritorious Unit Citation, and a Note of Praise from the Office of Congressional Affairs, thanking the office for strong support given on a timely basis. In 1986 he also received a Note of Thanks from the DCI thanking the Information and Privacy Division for successful reduction of the FOIA/PA backlog. Also in 1986, he received a Note of Appreciation from the Chief, Information Technology Branch, IRMD, for fine work as backup Wang Administrator during leave time of the chief Wang Administrator.

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d. He has willingly and enthusiastically taken many internal and external training courses in order to become knowledgeable in using the equipment and tools necessary for information handling.

3. STAFF POSITION

Attached are [REDACTED] application and supporting documentation for the OIT Fellowship Program. The cost of [REDACTED] training will be a total of \$2,160.00. This amount has been included in the FY87 budget for the Office of Information Technology. [REDACTED] will be carried on an on-duty status during this academic period. He was selected for this program by the OIT Personnel Management Board.

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25X14. RECOMMENDATION

a. [REDACTED] has made outstanding contributions in his office assignments. He has consistently received excellent performance ratings during his four years of Agency service. He is a highly motivated employee who is willing to continue his education to further his career opportunities in OIT. His curriculum will provide him with a solid background in information processing technology, information processing techniques, and information management sciences. [REDACTED] has unlimited growth potential with the Office and the Agency.

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b. We recommend that you approve one academic year of full-time external training for [REDACTED]

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for
Edward J. Maloney

Attachments:
As stated

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CONCUR:

1st Henry P. Mahoney

Deputy Director for Administration

11 JUN 1987

Date

APPROVED:

Director of Training and Education

25 JUN 1987

Date

OIT/HRP/TO:JTR:jtr:

28May87

Distribution:

Orig - Addressee

1 - D/OIT

1 - DDA

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